

NOTIFICATION TO COUNTY MAYOR OF COMMITTEE MEETING BY MEMBERS OF MAURY COUNTY COMMISSION

The Budget Committee met on Tuesday, January 12, 2016 at 4:30 p.m., in the Maury County Tom Primm County Commission Room with the following Committee Members present:

CRAIG HARRIS, STEWART PARKER, SONNY SHACKELFORD, SUE STEPHENSON, STEVE HAZARD AND DONNA COOK

OTHERS PRESENT: Gerald Adkison, Ronnie Attkisson, Talvin Barner, Davis Burkhalter, Gwynne Evans, Terry Potts, Eric Previti, Ricky Sims, Gary Stovall, Scott Sumners, Debbie Turner, Linda Whiteside, Tommy Wolaver, Mayor Norman, Daniel Murphy, and Media.

MINUTES OF MEETING

I. CALL TO ORDER:

Chairman Harris called the meeting to order and took roll call with all Budget Committee members present.

II. OPENING PRAYER:

Commissioner Hazard offered the opening prayer.

III. REVIEW & APPROVAL OF MEETING AGENDA:

Commissioner Stephenson made a motion to Approve. Commissioner Parker seconded. Commissioner Shackelford stated the Mayor, himself and County Attorney Murphy talked about a community development block grant that is in the works. Commissioner Shackelford stated he did not know if there is someone that is going to send them a resolution that is not before them today. Commissioner Shackelford stated there is no financial part for the commission except to oversee it. It is with the City of Columbia dealing with the storm sewer repair on South Main. Commissioner Shackelford stated he was not sure if there was a grant timeline. Commissioner Shackelford stated it is possible the commission may see it on Tuesday. Commissioner Shackelford stated that typically the South Central Development District prepares the resolution and City Manager Massey asked Commissioner Shackelford today if it was on the County docket. Mayor Norman stated he met with the City two months ago at the City Manager's office and was asked if the County would be on board and Mayor Norman replied absolutely. County Mayor Norman stated there was another meeting with Ms. Fisher in his office and she outlined and explained what the City needed to do to prepare to get the grant. County Mayor Norman stated that was the last thing that he had heard. County Mayor Norman stated that he told them the County would be on board but it has to go through the budget process the way the audits have changed last year. Mr. Lukonen stated the City of Columbia has to apply for the grant and be awarded the grant and then South Central lets them know they were awarded the grant. Mr. Lukonen stated the auditors say the project must be awarded physically. Mr. Lukonen stated the auditors say the project must be monitored physically. Mr. Lukonen stated it is possible that South Central Development District has not gotten the resolution to the County yet. Mr. Lukonen stated the way the operations work is the

project happens if there is a new sewer lines they start replacing the sewer lines and the bills build up and then South Central Development District dials up a pay request so it is one giant sheet and it has all the invoices for all the construction and everything that has been done attached to it. Mr. Lukonen stated the County approves it. South Central Development sends the pay request off and the grant pays the County and then the County pays the companies that did the work. Mr. Lukonen stated the County does not actually make or lose any money. Mr. Lukonen stated it flows through the revenue account, 46190. Commissioner Shackelford asked Mr. Lukonen if it typically flows through the Budget Committee. Mr. Lukonen replied yes. There were no lights. All in favor. Motion Approved.

IV. REVIEW & APPROVAL OF MINUTES FROM PREVIOUS MEETING(S):

Commissioner Parker made a motion to Approve. Seconded by Commissioner Cook. Commissioner Turner stated she was shocked and she felt there was overkill in the minutes that didn't need to be in there and she thinks it was purposely put in there to make two commissions look bad. Commissioner Turner stated she worked in a male environment for 41 years and she stated she had never felt a sense of discrimination that she is beginning to feel being on a member of this commission and also as a double standard that exist. Commissioner Turner stated if she was on the Budget Committee she would not approve the minutes. Chairman Harris asked who prepared the minutes. Mr. Lukonen stated that the Secretary Tammy Southern prepared the minutes and they are reviewed by Theresa Weber or himself. Commissioner Cook stated in the minutes it read that she does have a lot of respect for the community. Mr. Lukonen stated to be quiet frank the minutes have been prepared in more detail for a long time. Mr. Lukonen stated he was doing the minutes before Tammy Southern was hired. Mr. Lukonen stated they have just kept doing a detailed set of minutes. Mr. Lukonen stated he does agree it is excessive detail compared to the other committee's minutes but it has always been detailed. Mr. Lukonen stated he reviewed this particular set of minutes but he reviews it for grammar errors more than anything. Mr. Lukonen stated he does find the minutes over detailed but there were errors when he got to them. Mr. Lukonen stated the Budget Office would be happy to do less detailed minutes. Commissioner Stephenson stated there is no protocol etched in stone. There are options, there can be a summary or do verbatim. Commissioner Stephenson stated she preferred more detail. Commissioner Stephenson stated the most important thing is the minutes are accurate. Commissioner Stephenson stated she believes there are things in the minutes that are mis -representative of the events that occurred and she thinks there are things that are clearly exaggerated. Commissioner Hazard stated he liked a little more detail than some of the other committees give. Commissioner Hazard stated his only request would be whatever they decide to do to do it in every committee. Commissioner Shackelford stated what he said was accurately reflected. Commissioner Shackelford stated if you are going to get consistency in the minutes you are going to have to get one person to prepare them. Commissioner Shackelford asked how long does the budget department spend on preparing the minutes. Mr. Lukonen stated that sometimes she could spend three days working on the minutes. Mr. Lukonen stated he feels the minutes reflect exactly what was said. Commissioner Shackelford stated he would love for all the minutes to be consistent but for tonight he believes they are fairly accurate. Commissioner Cook asked how long it takes to prepare the minutes. Mr. Lukonen stated it depended on the time of the meetings. Commissioner Stephenson stated the events have been mis-represented and exaggerated in her opinion. Commissioner Sumners stated about adding a part-time clerk for

the County Commission and Commissioner Sumners feels that would be a wise thing to do and it would make the minutes consistent and you could tell them how much detail. Commissioner Sumners stated to remember that at budget time. Chairman Harris stated he thinks they are lengthy but he does not know how to give guidance to correct them because someone is not going to be satisfied with them. There were no lights. Chairman Harris called for the vote. Commissioner Parker Aye, Commissioner Hazard Aye, Commissioner Cook Aye, Commissioner Stephenson no, Chairman Harris, Aye. Commissioner Shackelford Aye. The motion carries 5-1.

V. **COUNTY MAYOR REPORT:** Mayor Norman did not have a report. There were no lights.

VI. **FINANCIAL REPORTS**

Chairman Harris stated that Director Weber had e-mailed him and that she went home sick.

A. **Investment Report-** Mr. Lukonen stated the Investments begin on page 24 of the packet. Mr. Lukonen stated the interest to date was well over what was budgeted. It was at \$363,619.22. Mr. Lukonen stated you can see all the CD's with various banks on that sheet and the CD numbers and dates. Mr. Lukonen stated the money is broken out at the bottom of the page how the interest revenue was received. There were no lights.

B. **Sales Tax Report-**Mr. Lukonen reported that over the weekend he got December's Sales Tax letter and those numbers are reflected in the Sales Tax report. The County is up Year-to Date and the County has been up nearly every single month except for October. Mr. Lukonen stated things are looking good especially compared to what was budgeted. Commissioner Shackelford asked Mr. Lukonen if he remembered what the County allowed the schools to increase their Sales Tax number within their budget. Mr. Lukonen stated it was \$350,000.00 and it was increased to \$11,772.00 and it was \$11,376.00 and Mr. Lukonen stated they are above 50% of making that budget. There were no lights.

C. **2015/2016 Revenue & Expense Report-** Mr. Lukonen stated he had some general notes on the 101 Fund. The majority of the property tax line items the 40110 through the 40163 you can see those vary but mostly the County is down because the County moved the 8.5 cents to the 151 fund. Mr. Lukonen stated the County has done well in Local Option Sales Tax and Hotel/Motel Tax. Mr. Lukonen stated the Business Tax is up and that is due to the change in reporting. Mr. Lukonen stated they receive more, earlier in the year and later in the year as opposed to more even distribution throughout the year. Mr. Lukonen stated things that are down is the Work Release Charges for the Board and Mr. Lukonen spoke to Captain Nathan Johns and he stated there are less inmates out on work release but there is a GED program that they are working on that is supposed to improve that process and raise that revenue. Mr. Lukonen stated another difference in the revenue is Miscellaneous Refunds and there was \$817.20 this year compared to \$0.00 last year. Mr. Lukonen stated there were a couple of refunds that were overpaid on something. The Other Local Revenues 44990 that is due to Hazmat and there hasn't been as many hazardous materials clean up this year so far. The revenue line item 46190 Other General Government Grants. That is

the THDA in the water treatment plant grant for Mt. Pleasant and you can see what was budgeted there and what was received from the grant program in that line item \$122,686.34. The reason there is no money in there last year is because the County did not have the sewer grant or the water treatment grant going on at that time. That grant had just finished up that is why the County did not receive any money for it. Mr. Lukonen stated our income tax it was an accounts receivable and so the \$156,741.00 was a correction and by the end of this year the County will be even with the Income Tax and the prior year number won't move anywhere. There were no lights. Mr. Lukonen moved on to expenditures. Mr. Lukonen stated if you look at the Elections Commission 51500, the Election Commission expenditures are down. Mr. Lukonen stated there is an election coming up for the primaries. Mr. Lukonen stated Director Weber made a note that Kronos is within the Other General and Administrative Budget. Mr. Lukonen stated Property Assessor's Office this is not a reappraisal year so there is a lower expenditure. The District Attorney General budget has a huge difference there. Last year there was an open Purchase Order of about \$125,000.00 and it carried over on the year so if you look at the prior year number it is saying they are at the half of that at this point in the year but if you take off the Purchase Order they are doing just fine for the District Attorney General Account. Mr. Lukonen moved on to page 32 of the packet. Mr. Lukonen stated on Rural Fire there has been a larger donation to them and they received their oxygen tanks and suits so that is a little higher. Mr. Lukonen stated if you look at Parks and Rec. the expenditures are way down and that is good. Mr. Lukonen stated there was a lot of front loaded cost last year with Kid's Kingdom and another project. Mr. Lukonen stated the other money came from the Kiwanis Club for the additional portion of Kid's Kingdom so that makes up that expenditure. Chairman Harris asked Mr. Lukonen where did he think we were going to come out on the 101 at year end because the County is at 2.1 deficit budget and Chairman Harris asked if maybe that would be split in half. Mr. Lukonen stated that he believes the County is going to do pretty well over the next couple of months. This is usually when the County receives most of the property tax money so the County is looking at January, February and at the end of March the County will have a much better idea of where the County is going to be. Mr. Lukonen stated if they are at a surplus at the end of March then there is a chance to get out around zero or a small deficit. Mr. Lukonen stated he feels it will be at a deficit but not a large deficit. Commissioner Parker stated he wanted to compliment Commissioner Burkhalter and Commissioner Sims because this is a lot closer than he thought it would be. Commissioner Stephenson asked Mr. Lukonen what was the 91130 under Public Safety Projects \$763.00. Mr. Lukonen stated that was something they spoke about last month someone was asking if that was going to be paid out of Adequate Facilities Fund. Mr. Lukonen stated that is for the Bear Creek Fire Station. The answer that Director Weber had received was that the County didn't own the property. Mr. Lukonen stated apparently Adequate Facilities could not be used for this so it was taken out of this line item. There were no lights. Mr. Lukonen moved on to the Drug Fund 122 on page 33. Mr. Lukonen stated the revenues are up quite a bit from last year. They issued more drug controlled fines and confiscated more property. Mr. Lukonen stated on Drug Enforcement they have spent more. There is a less deficit than last year. There were no lights. Mr. Lukonen moved on to Adequate Facilities 125 fund. Chairman Harris asked when the County would receive the money from the Tile Company. Mayor Norman replied it is supposed to be this month. Mr. Lukonen stated the Adequate Facilities' tax is lower.

Mr. Lukonen stated that is cash receipts and that is dollar for dollar how much the County is behind from last year. Mr. Lukonen stated the County is behind \$155,000.00 approximately behind from last year's revenues but the County has also spent less. There is a surplus in this fund and the County expects to receive money from the Tile Company. Commissioner Sumners stated we may be behind from last year but the County is still within that \$900,000.00 that the County did originally budget for that. There were no lights. Mr. Lukonen moved on to the Highway Department 131 Fund. Mr. Lukonen stated that in terms of revenues The Highway Department is doing pretty well throughout. Mr. Lukonen stated you can see how property tax is going since the switch was made from 101 to 151. Our budgeted revenues for the funds were not affected and you can see the actual numbers are just a little bit higher than what they were last year even though the rate didn't change. The 131 Fund didn't get any additional pennies but it is up \$40,000.00 on the property tax line. Mr. Lukonen stated for the Mineral Severance Tax the County is doing better on that line item and that is cash that is received. Mr. Lukonen stated that is the difference in the stone that is used at the Highway Department. They are doing a lot more work so they are getting to turn around some more Mineral Severance Tax than normal. The sale of recycled materials is \$50,000.00 above that line item. On the Gasoline & Motor Fuel Tax we would actually be above that budget compared to last year. Right now \$1,030,460.22. There was an audit adjustment that removed \$204,883.00 in Gasoline and Motor Fuel Tax back to last year's revenue. This is basically the difference in the audit adjustment compared to last year. Mr. Lukonen stated that last year cash receipt to cash receipt we would be doing okay. Mr. Lukonen moved on to expenses. Mr. Lukonen stated the County approved \$2,000,000.00 for our Highway and Street Projects and there has been a lot of work out of that. The Capital Outlay is much higher as well. Mr. Lukonen stated they are doing a lot of work out at the Highway Department and when he asked for his fund balance he was going to get the work done. Commissioner Burkhalter asked about the \$200,000.00 audit adjustment what happened. Mr. Lukonen stated that was an Accounts Receivable entry that should have been made for last year. Basically when you know you are going to receive tax and you know you are going to get it in July you usually know your amount and then you book your Accounts Receivable to raise the revenue in the prior year and it was done for pretty much every single tax except this one. They originally went in this year's and the auditors said there needed to be an adjustment and put it in last years. Mr. Lukonen stated it was put in last year's so now it is lower. Commissioner Shackelford asked for Mr. Lukonen to push out to him in the next few weeks the diesel fuel expenditure for the Highway Department and copy the commission. Mr. Lukonen stated he would do it. Commissioner Burkhalter asked Mr. Lukonen about the audit. Mr. Lukonen stated he did not believe it was an audit finding. There were no lights. Mr. Lukonen moved on to Debt Service the 151 Fund. Mr. Lukonen stated the 151 fund you can see that the property taxes are up quite a bit. Mr. Lukonen stated if you look at the Wheel Tax the County is down but like every month there is a transfer out down on the expenditures end you can see the transfer out last year and the 99100 account was \$425,498.00. If you take your revenue for the Wheel Tax 40420 the Transfer Out last year \$909,000.00 for the prior year and you subtract the \$425,000.00. You get what the Wheel Tax allocated was. The other discrepancy was an audit adjustment made for the 151 fund for the Wheel Tax. There was an audit adjustment for the \$90,000.00 in Wheel Tax that was received in July. Mr. Lukonen asked if there were any questions on the revenue. There were no lights. Mr.

Lukonen moved on to the expenditures. Mr. Lukonen stated on the education bond expenditures are higher than last year. Mr. Lukonen stated that is the Central High School Bond. Mr. Lukonen stated you can see that it is a \$3,000,000.00 surplus right now. Mr. Lukonen stated that is going to change a lot. Mr. Lukonen stated the County is going to get in a lot of revenue between now and the end of March so seeing how the debt payment is going to be a key part in looking at how we come out at a deficit in the 151 Fund or not but the County is going to spend about \$8,000,000.00 more in the 151 Fund and Mr. Lukonen anticipates the County will make about \$5,000,000.00. Mr. Lukonen stated he thinks the budgets that the County has in place reflect how the story is going to happen. Commissioner Stephenson asked Mr. Lukonen if he thinks of breaking even instead of having another surplus. Mr. Lukonen stated he does not think there will be a surplus. Mr. Lukonen stated he thinks the County will come in at a deficit. There were no lights. Mr. Lukonen moved on to the 176 Fund, the Wheel Tax. Mr. Lukonen stated the 176 Fund is doing pretty well. The revenues are up and there was a transfer in and that came from the 151 fund. That was a prior year transfer that did not get made before our time. In the expenditures the County has spent a lot less but they are going to spend a lot more with the Highway Department ramping up and getting things done and that is why they asked for additional budget in that account. They are letting it build up right now but they will spend it. Mr. Lukonen moved on to the 189 Fund. Mr. Lukonen stated in the 189 Fund Property taxes are up a little bit even though their pennies did not increase. The sale of equipment has done pretty well. Gov. Deals has done pretty well in this account. Other Charges are the cost to Gov. Deals and the Miscellaneous are Trustee Commission Fees. There were no lights. Mr. Lukonen moved on to the 207 Fund. Mr. Lukonen stated the County has much more revenues than the County had last year. Property tax is up. The Tipping Fees are up and there are no audit adjustments. Mr. Lukonen stated the County has increased the Budget for that line item. Other General Service Charges are up as well. Mr. Lukonen stated there is a State of Tennessee Tire Tax the County receives so that should be coming in soon for the 46170 account. Mr. Lukonen stated the expenditures are a little higher but that is general operation of the landfill. Commissioner Burkhalter stated one thing you have to remember on the Tipping Fees is that the rates were raised and that is why the revenues are up. Chairman Harris asked Mr. Lukonen if the Convenience Centers were down. Mr. Lukonen stated the landfill operation maintenance stated they bought equipment. Mr. Lukonen stated he could not tell at this time why the Convenience Centers were down. Mr. Lukonen stated he would be happy to research it. Commissioner Turner wanted to know what was going on with that line item. Commissioner Burkhalter stated the County charges more but the County pays more to bury garbage now. The County is paying more to haul it off. Commissioner Burkhalter stated he did not know why the Convenience Center was down. There were no lights. Mr. Lukonen moved on to the 261 Fund, Central Maintenance. Mr. Lukonen stated the revenues are down approximately \$277,000.00. Currently the Budget Office is researching whether all of December's revenue has been billed for yet or paid yet. Mr. Lukonen stated the expenditures are also down. Mr. Lukonen stated usually that is how the Central Maintenance fund works. The revenues are going to be right with our expenditures give or take throughout the entire years. It is an enterprise fund. Central Maintenance buys things to help other functions of the County whether that is vehicle repair or oil changes, gasoline etc. Commissioner Cook stated in going back to the

convenience center she just pulled her book out and there is a \$100,000.00 Solid Waste equipment that was purchased at the Convenience Center. There were no lights.

- D. 2015/2016 Supplemental Report of Expenditures (Attachment) Mr. Lukonen reported that the percentage is high on Other Boards and Committees and that is due to the Civil Service Test and there is also an open Purchase Order there. Mr. Lukonen stated they budgeted \$5,000.00 and the budget was higher last year. It was around \$8,000.00. In the Register of Deeds their percentage is just over 50% and they have purchased computers and a filing cabinet that is getting installed. Mr. Lukonen does not foresee him to go over his budget. In other General Administration. This is Kronos. The data processing budget is a little high. Those costs are front loaded. The Sexual Offender Registry is over budget but there is a \$1,400.00 purchase order open for that and all of it may not be spent. The Jail and the Sheriff's Department are doing well. Tourism has a lot of open purchase orders plus she has made a move to a new office and has done some advertising. Her expenditures are up a little bit. Mr. Lukonen moved on to the 122 fund. Mr. Lukonen stated this fund was at 56.83% and the majority of those are open purchase order's that money has not been spent yet. Mr. Lukonen moved on to the 125 fund. Mr. Lukonen stated that is at 9.34% for the whole fund. Mr. Lukonen moved on the 131 fund. Mr. Lukonen stated the 131 fund is doing well. Mr. Lukonen stated mainly they have been spending money mainly out of the Highway Department and as a whole it is 43%. Mr. Lukonen moved on to the 151 fund. Mr. Lukonen stated that education is in there and most of the costs are going to be in the spring and that it is at 48% right now. Mr. Lukonen stated you need to keep an eye on that for what it does in the spring. It may or may not go over budget. Mr. Lukonen stated the total expenditure as a fund is going to be close to cutting it at a deficit or a zero balance. The transfer out was a transfer out of Wheel Tax to the 176 fund. There were no lights. Mr. Lukonen moved on to the 176 fund. Mr. Lukonen stated the Miscellaneous which is the Trustee Commission and that is fully used but there was never a budget allocated to that. As a whole for the expenditures is 33.93%. There were no lights. Mr. Lukonen moved on to the 189 fund. Mr. Lukonen stated that barely any money was spent out the 189 fund. Mr. Lukonen stated none of the projects have had a check cut from it yet. Commissioner Stephenson asked about the 58400 that was at 139%. Mr. Lukonen replied that is Gov. Deals. Purchasing Agent Harlan stated it is a pass through since they get the revenue in and it goes in so it doesn't affect them. Mr. Lukonen moved on to the 207 fund. Mr. Lukonen stated they only have three functions and they are doing pretty well. It is at 55%. And Mr. Lukonen stated that \$555,000.00 is in open purchase orders. Mr. Lukonen moved on to the 261 fund. Mr. Lukonen stated that the 261 fund is at 39.57% spent and it is doing well. There were no lights.
- E. Cash Report by Budget Director (Attachment) Chairman Harris stated to remind Director Weber to take some action on the fund balance requirements in March. Mr. Lukonen stated on the cash report you can see where the accounts are at. Mr. Lukonen stated they have increased our cash balances across the board. The receipts are high because the property taxes are high. Usually the schools disbursements are up high when schools are in. Mr. Lukonen stated the cash balance was \$77,989,000.00 and at the end of the month was \$90,712,000.00. Mr. Lukonen stated that \$59,000,000.00 was tied up in CD's.

Commissioner Sumners thanked Mr. Lukonen for adding this into the packet and sending it out digitally as well. There were no lights.

- F. Payroll Report: Overtime Holiday Excess Pay /Comp. Time (See Attached) Mr. Lukonen reported the payroll report reflects the overtime costs. Mr. Lukonen stated the good news is that the County is down \$35,000.00 as a whole. In the 101 fund the County is down \$30,000.00 and our excess holiday the County is down. Mr. Lukonen stated the County is looking good across the board for the overtime. There were no lights. Mr. Lukonen moved on to the comp. time. Mr. Lukonen reported they have increased the liability again by 562 hours. The hours increased was 562.29 and the value increased by \$10,805.63. This time last year it increased \$7,810.00. Mr. Lukonen stated he was asked to add the SRO officers to this report and Mr. Lukonen did include them. Mr. Lukonen stated that Rabies Control, Sheriff Department and SRO officers and you can see the 562 hour increase and the 504 increase is in the SRO officers. There is 204 hours in the Sheriff's Department and that puts you at 708 hours approximately for the Sheriff and SRO Department. There were no lights.
- G. Remaining Building Improvements Funds from 2014 Bond Issue-Mr. Lukonen stated this is the 171 Bond Fund money report. Mr. Lukonen stated they include all the checks that have been written and all the open Purchase Orders. The Purchase Orders have been updated. This leaves \$350,132.38 after all the Purchase Orders and checks come out of the \$412,092.00. Mr. Lukonen stated listed are some future projected projects that could possibly happen with this money. Mr. Lukonen stated if anyone had any questions that he would be happy to answer them.

VII. Purchasing:

- A. Completed Bids by Purchasing Agent (Attachment) Purchasing Agent Harlan asked if anyone had any questions on the Completed Bid schedule. There were no lights.
- B. Schedule Bid Openings by Purchasing Agent (Attachment) Purchasing Agent Harlan asked if anyone had any questions on the Schedule Bid Openings. Purchasing Agent Harlan stated there are two items on there and one that is being reviewed. There were no lights.
- C. Gov-Deals List by Purchasing Agent (Attachment) Purchasing Agent Harlan stated he sold two surplus generators. There were no lights.
- D. Capital Expenditures by Purchasing Agent (Attachment) Purchasing Agent Harlan stated on the voting machines IT is doing the research on appropriate vendors that could come in and provide that service. Purchasing Agent Harlan stated it is on the list to do. Commissioner Shackelford asked Purchasing Agent Harlan what cars are the county going to get this year and are they on order. Purchasing Agent Harlan stated that normally they are not ordered until after January because they want to make sure all the money is in. Purchasing Agent Harlan stated it would be off of state contract. Mr. Harlan stated if it was like last year some would be like UTVs or like the Ford Explorer or the new Taurus

or something along those lines. The one vehicle they bought for the Sheriff and they got a Dodge off of state contract for it. There were no lights.

VIII. Delegations

IX. Resolutions

- A. Res. No. 01-16-20-** Resolution to Accept Lease Agreement For Clothing Recycler Bins at Convenience. Commissioner Shackelford made a motion to Approve. Seconded by Commissioner Hazard. There were no lights. All in favor. Motion Approved.
- B. Res. No. 01-16-21-** Resolution Approving Addendum To The Agreement With The Department of Human Services, Division Of Rehabilitation Services, Tennessee Business Enterprises. Commissioner Stephenson made a motion to Approve. Seconded by Commissioner Cook. There were no lights. All in favor. Motion Approved.
- C. Res. No. 01-16-24-** Resolution Amending 2015-2016 School General Purpose Budget. Commissioner Hazard made a motion to Approve. Seconded by Commissioner Stephenson. There were no lights. All in favor. Motion Approved.
- D. Res. No. 01-16-25-** Resolution Accepting Donation For Maury County Archives. Commissioner Cook made a motion to Approve. Seconded by Commissioner Stephenson. There were no lights. All in favor. Motion Approved.
- E. Res. No. 01-16-26-** Resolution Accepting Donation for Maury County Archives. Commissioner Hazard made a motion to Approve. Seconded by Commissioner Cook. There were no lights. All in favor. Motion Approved.
- F. Res. No. 01-16-27-** Resolution Amending 2015-2016 County Clerk's Budget. Commissioner Parker made a motion to Approve. Seconded by Commissioner Hazard. There were no lights. All in favor. Motion Approved.
- G. Res. No. 01-16-28-** Resolution Amending The Maury County Library's 2015-2016 Budget. Commissioner Parker made a motion to Approve. Seconded by Commissioner Cook. Commissioner Shackelford stated the commission approved their budget as requested and Commissioner Shackelford asked Mr. Lukonen to give him some background. Mr. Lukonen stated when the library turned in their Maintenance of Effort that was in September when Director Weber and Adam Southern went over it and they found the Maintenance of Effort or the budget was lower than what it was supposed to be. County Attorney Murphy stated he believed because they had some State funds and or some grants they have to show they meet Maintenance of Effort. Chairman Harris stated it is not a big dollar amount but they need to know why. Commissioner Sumners asked why this did not come through the Administration Committee first. Commissioner Sumners stated that all resolutions which deals with the Library or HR has to go through the Administration Committee first. Chairman Harris stated he would get in contact with

Director Weber and get an answer for that. Commissioner Burkhalter stated he did not understand because when they were doing the budget one of the questions that was asked of Adam was the Maintenance of Effort being met and Commissioner Burkhalter stated that he thought Adam had replied yes and now they get \$7,000 and Commissioner Burkhalter does feel they need to fund it. Chairman Harris asked Mr. Lukonen that the Maintenance of Effort is required if asked for. Mr. Lukonen stated that Maintenance of Effort has to be met on a lot of things. Commissioner Sumners stated that looking at the rules pertaining to the Administration Committee and other committee as well. Rule 5.2 letter C #2 the Duties will be to study and make recommendations concerning all matters pertaining to Legislative matters Library, notary public, schools, personnel, back taxes and IDB and Veterans Services. County Attorney Murphy stated his recommendation would be to send it back to the Administration Committee. Commissioner Parker withdraws his motion to bring this resolution up for discussion for potential approval. Commissioner Cooks withdraws her second. Commissioner Hazard made a motion to send this resolution back to the February Administration Committee meeting for consideration. Commissioner Cook seconded. Commissioner Shackelford stated he did not believe there was any penalty for not meeting Maintenance of Effort. Commissioner Shackelford stated he did not believe there was any timeline. All in favor. Motion Approved to send it back to the Administration Committee.

X. New Business:

- A. GFOA Discussion-** Commissioner Cook stated that GFOA is an aid to City, County banking industry, schools. This is an aid for anyone who is in charge of finance. Commissioner Cook stated they are going to be concentrating on County budget. Commissioner Cook stated GFOA has been around since 1906 and this is not anything new in the U.S. and Canada. Commissioner Cook stated if it is to membership it increases the credit rating for Maury County which reduces the amount of tax payer dollars or revenues spent to borrow money for future building projects. It demonstrates that Maury County Government is operating efficiently and a how to instruction on a wide range of financial topics, enhances the technical skills within our budget office, broadens their knowledge, deepens their expertise, they achieve professional recognition, coordination efforts with colleagues and they develop leadership skills and they network with their peers. GFOA is a comprehensive annual financial report. There are budget awards, positive PR in the press, additional tax revenues from new property owners and business who want to be on a winning team because this is something the business community, the Comptroller's office, the taxpayers and everyone loves this. Commissioner Cook stated what you do when you get certified is the County is automatically going to get an increase in our rating to borrow money. Commissioner Cook stated she spoke with Jerry Durham with the Comptroller's Office and he said that this is an absolute 100% guaranteed. Commissioner Cook stated this has been done throughout the State of Tennessee and many cities and county's like the City of Franklin, Williamson County, Rutherford County and counties that are doing very well are GFOA certified. Commissioner Cook stated it helps to save money. Commissioner Cook stated you can be an active member and you can add members like Director Weber would be the active member and she could add anyone in the Budget Office that she

prefers so this is not for one person this is for the entire staff because this benefits the whole Budget Department. Commissioner Cook stated we want Director Weber to do better and this is going to help Director Weber to do better. Commissioner Cook stated these are some tools that the Budget Office will have after being certified. They will have newsletters, bi-monthly magazines, e-books, manuals, CD ROM, DVD's. Commissioner Cook stated there is so much information available to the Budget Office that they will have go to aids to help. Commissioner Cook stated we will get a liaison from Washington, D.C. on legislation from the federal level the budget office can contact any day for technical assistance if there are any questions. There are consulting services and a national training program. They do have an annual conference which they will be able to attend. The budget office will receive awards and recognition. Commissioner Cook stated this shines the light on the entire budget office not just one person. Commissioner Cook stated that she had contacted Mr. Massey, the City Manager of Columbia regarding this and she stated that Patty Amorello, the Budget Director with the City has been certified going on her 13th year and Mr. Massey pointed out that Patty brought this to the City of Columbia to do. It keeps their skills sharpened. Commissioner Cook stated this is not limited to a county government who can do this. Membership is based on the population of the County and the amount of the budget the County has. Commissioner Sumners stated there are great benefits to this and it does help to streamline your budget process and how your budget is presented in an easier way for a citizen to read it and understand it. Commissioner Sumners stated this would be something to have in the strategic planning. Commissioner Cook stated on the application process it says the Statistical Data could take a maximum of six months. The data that is collected is the first step. The GFOA and the Comptroller's Office will review the data collected and after that date is looked at you will be allowed to apply for this application for Certification for Excellence. Chairman Harris asked Commissioner Cook if the data to be collected is it for six months because we are looking at statistical data for those months or an estimation of time going back and putting it together and does it require additional workforce to do that or can that be absorbed within the department. Commissioner Cook replied that Mr. Durham said there was absolutely no reason why we can't begin the data collecting process now. Commissioner Cook stated that we will not be able to apply for certification application until the fall. Commissioner Stephenson stated Commissioner Cook had done a great job in reviewing the benefits but she was more concerned about the process and how labor intensive that is and she was concerned about the Budget Office going in now to another budget and Commissioner Stephenson stated she knows that is overwhelming for the commissioners and the budget office.. Commissioner Cook stated you do your data before the application. Commissioner Stephenson asked how you know what information they are looking for. Commissioner Cook stated that Mr. Durham is willing to become a person who can help with this information and GFOA will help as well. Commissioner Cook stated the data has to be approved that is collected. The budget office will get in touch with the Assessor's office and other entities that they need statistics collected so that information will be plugged into a spread sheet. Commissioner Stephenson asked if your applications are judged. Commissioner Cook replied before the application what happens is the Tennessee Comptroller's Office and the GFOA people will review data collected and make sure that all the information is in order. Commissioner Cook stated

that Mr. Durham stated there is a check list and there will be people walking them through it hand in hand. Commissioner Cook stated the checklist is fairly long but Mr. Durham said that there are some things the Budget Office would need and not everything on the check list has to be completed but the main thing is collecting the data before the application. Commissioner Cook stated you have six months after the fiscal year end to submit your application. Commissioner Cook stated that Mr. Durham would be more than glad to come in and bring another presentation moving forward. Chairman Harris asked Commissioner Cook could Mr. Durham give the commission a county that has recently done this and talk to that department and see what type of time was required on the statistical data. Chairman Harris stated it is a good thing but he wants to make sure the County is staffed properly if it does require additional workload. Commissioner Cook stated that Mr. Massey stated that Ms. Amorello would be glad to come in and talk to the commission. Commissioner Cook stated the Budget Committee just recently had an evaluation with Director Weber and Commissioner Cook stated they want Director Weber to succeed and to do better moving forward and long term this is going to help Director Weber do very well in being a better budget director and the entire office as a whole. Commissioner Sumners stated that once this is set up and the process is in place Commissioner Sumners doesn't think there is anything that is required additionally of the Budget Department. There are certain standards that you have to meet. Commissioner Sumners does not believe you have to have any additional staff to do this. Commissioner Cook stated that Mr. Durham said the first year is the most difficult but after that all you have to do is save these documents and plug in new numbers. You keep everything after you create everything then you just edit the numbers per budget year. Mr. Lukonen stated he didn't know why they couldn't give it a shot and see if they have the manpower. Mr. Lukonen stated he does know that the Budget Office does take steps to try and improve at their job. Commissioner Previti asked if there was anyone that was currently a member of the GFOA. Commissioner Previti stated the handout was for an award that is given by the GFOA and do you have to join to be able to apply for the award. Commissioner Cook stated you have to reach your certification of excellence and the first step is collecting the data and then you apply within six months of the end of the fiscal year budget. Commissioner Previti asked was the first step to join the Association. Commissioner Cook stated the first step is collecting the data which could take six months and Mr. Durham suggested that starting the process could take six months. If you started the process in February you are looking at six months of collecting the data and the application itself cannot be done until the data is collected. Commissioner Cook stated you cannot be certified until the data is collected. Commissioner Cook stated you cannot be a member until you are certified. Commissioner Previti thanked Commissioner Cook for doing this. Chairman Harris thanked Commissioner Cook for presenting this. Chairman Harris asked what would be the next step. Chairman Harris asked if they needed a resolution or budget committee to move forward or getting the data collected. County Attorney Murphy stated he believes it has to be directed by the full commission. County Attorney Murphy stated his recommendation would be to have Director Weber sit down with Kellie McCall from Columbia Power and Ms. Amorello to see what is involved with the data collection process and how they translate that into the budget. County Attorney Murphy stated if you look at the City's budget and Columbia Power's budget compared to Maury County's budget presentation they are night and day

different. County Attorney Murphy stated Director Weber needs to talk to other folks and see how much time it is going to take. County Attorney Murphy stated he is concerned about the potential manpower to get it up and running that first year or two. Chairman Harris stated he would ask Director Weber to get with these people that are already knowledgeable and to get with them this month and to give some feedback at the next budget committee meeting. Mr. Lukonen stated it would be a different set of standards that the budget office will have to change our reports to meet. It is the CAFR which is the same one the Water Department meets.

- B. Out of State Travel Request** –Erin Jagers- Mr. Lukonen stated Ms. Jagers’ employee is already on the board of this organization and it is a learning opportunity for her and they are going to do a conference. Mr Lukonen stated the reason it had to bring it to the budget committee is because she is going out of state. Mr. Lukonen stated he had new information on it and Ms. Jagers told Mr. Lukonen the airfare cost is not going to be part of it because she is riding with another member that is on the board so that cost is going to go away and she has all the items in her budget to be able to do this. Commissioner Sumners asked why the commission had to approve out of state travel. Chairman Harris replied that it is a county policy in accordance with the Travel and Meals Policy. County Attorney Murphy stated it is an actual formal policy and it is a personnel policy that has to be followed by the County Commission. Commissioner Shackelford made a motion to approve. Seconded by Commissioner Hazard. There were no lights. All in favor. Motion Approved.

XI. Old Business

XII. Announcements

- A.** County Commission Regular Meeting, Tuesday January, 19th, 2016 at 9:00 A. M. Tom Primm County Commission Room, Hunter-Matthews Complex.
- B.** Commissioner pictures will be made at 8:20 A.M. on the west side of the Courthouse on Tuesday January 19, 2016.
- C.** Special Called Strategic Planning Administration Meeting, Wednesday January 13, 2016 at 4:30 P.M.
- D.** Audit Committee meeting Thursday, January 14, 2016 at 4:30 P.M.
- E.** Commissioner Shackelford stated the election process on Tuesday January 19, 2016 and he will take the committees in order that they meet and if they have committees that don’t fill all of the seats required and the final committee if they run for budget and don’t make budget then the fair way to award to backfield those other committees is the person that doesn’t make the committee as far as the number of votes to get on the budget committee will backfield to the other committees based on their number of votes they received. The higher vote getters will get their choice of what to backfield on and

you still swap committees like it has been done this past year. Commissioner Shackelford stated that is how it is going to be conducted on Tuesday.

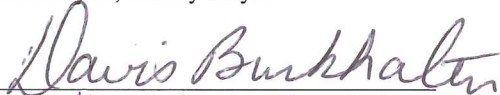
XII. Adjournment:

A. Motion was made to adjourn at 8:05 P.M.

APPROVED


Charlie Norman, Jr., County Mayor

SIGNED


Davis Burkhalter, Budget Committee Chairman